



17 December 2004

Administrative instruction amending administrative instruction ST/AI/2000/16**Rental subsidies and deductions**

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of clarifying the conditions under which a subsidy may be paid to staff members in respect of agents' fees paid for services rendered in obtaining accommodation, amends as follows administrative instruction ST/AI/2000/16, entitled "Rental subsidies and deductions":

Section 2.4 is replaced by the following:

One-time payment of an agent's fee

2.4 A subsidy may be paid to eligible staff members in respect of a one-time payment fee paid to a licensed real estate agent/broker for services rendered in obtaining accommodation at the duty station when the amount of the fee exceeds the individual threshold amount defined in section 3.1. The amount of the subsidy for such a fee shall be calculated as provided in section 3.9, upon presentation of appropriate documentation by the staff member. A subsidy for the agent's fee shall be paid only once during the period of a staff member's assignment to a duty station.

The present instruction shall enter into force on 1 January 2005.

(Signed) Catherine Bertini
Under-Secretary-General for Management

